

***Travel Supported by
VA (On-Station)***

Authorized Absence

Traveler:

Destination:

Dates:

Funding:

Traveler <i>Pre-Trip</i> Checklist	Travel Coordinator <i>Pre-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Check government-rate airfare price with TQ3 Navigant (1-888-811-8129). 2. Make airline reservations via Internet or personal travel agent if <i>cost is less than</i> government-rate from Carlson-Wagonlit Travel. 3. Submit information to Travel Coordinator. <ul style="list-style-type: none"> <input type="checkbox"/> Documentation (including dates, location, and purpose) and itinerary <input type="checkbox"/> Funding source <input type="checkbox"/> Estimated travel expenses <input type="checkbox"/> Work and personal details 4. Sign VA paperwork prepared by Travel Coordinator. 5. Enter AA in VISTA-Time & Attendance. 	<ol style="list-style-type: none"> 1. Prepare required VA paperwork. <ul style="list-style-type: none"> <input type="checkbox"/> OP 165 <input type="checkbox"/> SF-71 Leave Slip (Research Employees) 2. Enter cost estimate for R&D budget. 3. Fax OP 165 and supporting documentation to Employee Travel Office. 4. Submit original OP 165 and supporting documentation to Employee Travel Office.

Traveler <i>Post-Trip</i> Checklist	Travel Coordinator <i>Post-Trip</i> Checklist
<ol style="list-style-type: none"> 1. Submit original receipts to Employee Travel (P4-FISC-T) within five days of return for expense reimbursement. 2. Sign travel voucher from Employee Travel. 3. Receive reimbursement via electronic funds transfer from VA to bank account. 	<ol style="list-style-type: none"> 1. Receive travel voucher from Employee Travel. Obtain signatures from traveler and fiscal authority. Return to Employee Travel. 2. Enter actual cost for R&D budget.